

**EMERGENCY MEDICAL SERVICES OFFICER
STUDY GUIDE**

A written examination for the class of **EMERGENCY MEDICAL SERVICES OFFICER** to be administered in **SHREVEPORT** on **MAY 03, 2005**, will consist of approximately 116 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
EMS MANAGEMENT Knowledge of the principles of effective emergency medical services management, involving researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management.	22.4%
MANAGING EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management, maintenance, and purchasing of EMS equipment, property and supplies, including verifying that equipment is tested and meets applicable standards.	8.6%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence	14.7%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the EMS division through contact with the media, other agencies, and the public.	19.8%
TRAINING Knowledge of the procedures for evaluating the training needs of the EMS division and for developing and implementing an effective training program, including serving as an instructor.	14.7%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid, CPR, and emergency medical services sufficient to perform or direct these operations at the emergency scene and to train EMS practitioners in the performance of these duties.	19.8%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

STREETSENSE, COMMUNICATIONS, SAFETY AND CONTROL, Dernocoeur, Kate Boyd, A Brady Book, Prentice-Hall Building, Englewood Cliffs, New Jersey, 07632, 2nd ed., 1990.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire and Emergency Services Instructor, 6th ed., 1999.

Fire Service First Responder, 1st ed., 2000.

Fire Department Company Officer, 3rd ed., 1998.

Fire Department Safety Officer, 1st ed., 2001.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

EMERGENCY AMBULANCE DRIVING, Bradford, Childs and Ptacnik, Donald, Brady, A Prentice-Hall Division, 1986.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

SPEECH A BASIC TEXT, Jeffrey, Robt. C., and Peterson, Owen (LSU), Harper and Row Publishers, Inc., 10 East 53rd Street, New York, NY 10022, 2nd ed., 1983.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

OTHER RECOMMENDED PUBLICATIONS:

EMERGENCY MEDICAL SERVICES, Louisiana Revised Statute 40:1231, et seq.

RESPONDING TO THE MASS CASUALTY INCIDENT, Butman, Alexander M., EMSI/Emergency Training, Miller Landing, Bld. 200, 150 North Miller Road, Akron, Ohio, 44313, 1986.

SHREVEPORT FIRE COMMUNICATIONS - OPERATIONS AND PROCEDURES

SHREVEPORT FIRE DEPARTMENT EMERGENCY MEDICAL SERVICES OPERATIONAL PROCEDURES, City of Shreveport, August 1996.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feelconstrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.